

19 September 1983

MEMORANDUM FOR: Requirements and Technology
Acquisition Working Group

FROM: [redacted] Chairman

SUBJECT: Minutes of 8 September 1983 Working Group Meeting

1. The Requirements and Technology Acquisition Working Group met on Thursday, 8 September 1983. Participants included [redacted]

[redacted]
attended in her capacity as Working Group Coordinator. [redacted]

3. [redacted] convened the meeting, asking for corrections to the minutes of the 2 August meeting. No corrections were noted, thanks to [redacted] good job of preparing them. Bob asked everyone to check the information on the working group roster and add userids where appropriate so we could begin using AIM for some of our communications.

3. [redacted] presented a description of the development procedures that ODE uses to manage its projects. Members expressed some doubt that such a system would be appropriate for small projects in the DDI, for example, but both [redacted] assured us that the question of scaling the methodology was not a difficult one to solve. The key was to adopt a methodology like OD&E's, then to enforce its use with an iron discipline. (Additional information on [redacted] presentation is available from [redacted] notes of the meeting.) [redacted]

4. [redacted] suggested the importance of retaining the "Technology Acquisition" part of our working group name. [redacted] strongly agreed, as did [redacted] on Mr. Briggs' behalf. [redacted]

5. [redacted] announced that the ISB would like our group charter by their 6 October meeting. She handed out a list of ISB working group chairmen and monitors, as well as minutes of all the working group meetings to date. (All these minutes are on file with our working group minutes. Call [redacted] if you would like to see them or want copies.) [redacted]

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6. A general discussion followed on the importance of having a viable requirements process, and the role of this process in the overall planning process. We need to focus on what the requirements process should be recognizing that its most important function is the coordination or integration of all requirements at the Agency (DCI) level. The group will attempt to develop a requirements methodology and use scientific processing as a test case. [redacted]

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7. The next meeting of the working group is scheduled for Thursday, 22 September 1983, at 1030 in Room 4E05. The agenda for that meeting, which is scheduled for 90 minutes, is as follows:

- a. Approval of the minutes of the previous meeting.
- b. Miscellaneous old business.
- c. A presentation of [redacted] on the requirements process as seen by OC.
- d. A final look at the working group charter.
- e. Discussion of a requirements methodology [redacted]

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O/Compt/IHG/ [redacted] (19 Sep 83)

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